

WHITE HOUSE
 CORRESPONDENCE TRACKING WORKSHEET

PA Exemptions
☐ O - OUTGOING
☐ H - INTERNAL
☐ I - INCOMING
 Date Correspondence Received (YY/MM/DD) 8712104

Name of Correspondent: Bob Dole

☐ MI Mail Report User Codes: (A) (B) (C)

Subject: Recommends that the case of Raoul Wallenberg be discussed with General Secretary Gorbachev

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
LABAN	ORIGINATOR	8712107	PY	C 8712109
99STAT	Referral Note: R	871210		1 1
	Referral Note:	1 1		1 1
	Referral Note:	1 1		1 1
	Referral Note:	1 1		1 1
	Referral Note:	1 1		1 1

ACTION CODES:

A - Appropriate Action
 C - Comment/Recommendation
 D - Draft Response
 F - Furnish Fact Sheet to be used as Enclosure

I - Info Copy Only/No Action Necessary
 R - Direct Reply w/Copy
 S - For Signature
 X - Interim Reply

DISPOSITION CODES:

A - Answered
 B - Non-Special Referral
 C - Completed
 D - Suspended

FOR OUTGOING CORRESPONDENCE:

Type / Response = Initials of Signer
 Code = "A"
 Completion Date = Date of Outgoing

Comments:

UNCLASSIFIED

Keep this worksheet attached to the original incoming letter.
 Send all routing updates to Central Reference (Room 75, OEOB).
 Always return completed correspondence record to Central Files.
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.